

## Article IV - Officers

### Section C - Elected Officer Duties

All of the following officers, except the assistant vending manager, are to be elected with a majority vote by the members of the Cal Poly Amateur Radio Club.

#### 1. President

The president shall be the lead officer responsible for the Cal Poly Amateur Radio Club in the following duties:

- a. Acting as the chairperson for both general membership meetings and executive sessions of the club's officers.
- b. Acting as the club's supervising officer, to insure that other officers are performing their duties as outlined in their respective job descriptions.
- c. Acting as a mediator between individual club members, officers, et cetera in the event that a conflict cannot be resolved privately between the involved parties.
- d. Acting as a liaison with the club's advisor, Associated Students Inc., The University, the Electrical Engineering Department, the School of Engineering, and other appropriate agencies and individuals for official club business.
- e. Any other duties not specifically described in this document but that are mandated by the Associated Students Inc., or the University.

#### 2. Vice President

The Vice President of the Cal Poly Amateur Radio Club has three important duties:

- a. Temporarily assume presidential duties if the president is unable to do so. This involves running the CPARC meetings should the president be unable to attend, or take over the presidency if the





president is unable to assume his/her duties. Obviously, this requires the vice president to be in touch with current club issues and activities.

- b. Professionally represent CPARC to the best of his/her ability. The vice president is strongly recommended to represent CPARC in one of the following Cal Poly organizations: Engineering Council (EC), or Electrical Engineering Council (EEC). It is the vice president's choice which council s/he wishes to participate in. S/he must regularly attend the council meetings, and should give a report on important council topics at the following CPARC meeting. The vice president should also help represent CPARC in various school and community activities, such as Open House, Engineering Club Fair, and the Pozo bicycle race.
- c. The vice president has an obligation to provide assistance to any other officer in the club when requested. The vice president should help the president with critical club issues and controversial topics, but assistance should not be limited to just the president. If the vending manager, treasurer, or any other officer needs help with club business, the vice president should help them.

### 3. Treasurer

This is an outline of the duties the treasurer handles during a normal academic quarter (Fall, Winter, Spring):

- a. Banking  
The treasurer is in charge of making all deposits to SESLOC bank on campus. S/he needs to work with the vending manager to transfer machine funds.
- b. ASI  
The treasurer drafts purchase orders and registers paperwork in ASI. The treasurer must keep abreast of ASI procedural policies regarding student organizations.
- c. Record Keeping  
The treasurer needs to keep track of all financial correspondence pertaining to the club. This is done in the official log book in the shack. A special petty cash log should also be kept, to record any small expenditures. Information should include date, amount, what it is spent for, and who is doing the transaction. The treasurer should then post a list of expenditures in the shack. The





treasurer is also responsible for the timely payment of club necessities, such as phone bills.

d. Meetings

The treasurer should prepare a financial report for each meeting that includes the total balance, a list of pending expenditures, financial outlook, outstanding debt, and the past two weeks' expenditures. S/he should also play an integral role in decisions for making new purchases, and should advise the club of the impact of that purchase to the club's finances.

e. Membership Money

The treasurer collects all membership money. It is his/her responsibility to notify and work with the secretary of the new members' status in the club.

4. Secretary

The Secretary of the Cal Poly Amateur Radio Club (CPARC) shall have the following responsibilities:

a. Meeting Minutes

The CPARC Secretary is responsible for keeping minutes, as detailed as possible, for each official club meeting, as well as for officer meetings. The secretary must forward those minutes via electronic mail to all eligible club members within one week of the meeting date. If the secretary is unable to attend a meeting, s/he is responsible for finding an alternate to take the minutes instead. These minutes must also be forwarded within one week, either by the Secretary or by the alternate person. The Secretary must print out a hard copy of the meeting minutes and paste or anchor them into the club binder.

b. Membership

The secretary must keep an UPDATED membership roster for each quarter. This responsibility is imperative, as current phone numbers are necessary in an emergency. This roster must include: member name, call, phone number, and e-mail address. Each paid club member must be given a roster at the beginning of each quarter. Extra rosters will be kept in the shack. It is the secretary's responsibility to ensure that a roster is in the shack at all times, in case of an emergency. The Secretary must forward an updated roster to the Computer Manager for electronic





membership information and the implementation of shack computer(SUN) accounts.

c. Key Lists

In addition to maintaining an updated membership list, the CPARC Secretary is responsible for creating two updated key lists at the start of each quarter. One list is taken, by the secretary, to Public Safety, and the other list is given to the Electrical Engineering Department office. Key lists must have the names, phone numbers, and social security numbers of members who are eligible to check out keys to the shack. At the first meeting of each quarter, the secretary is responsible for announcing that anyone eligible and interested in checking out a key MUST SUBMIT their ID number to the secretary. If a member fails to submit their Cal Poly ID number, then that person forfeits key privileges.

d. Membership

The secretary is responsible for maintaining information on new members. S/he must confer with the treasurer on a regular basis to keep an updated and accurate roster of new members.

e. Additional Responsibilities

- (1) Publicity: The secretary must assist in any aspect of publicity for the club, including e-mail, flyers, newspaper advertisements, etc.
- (2) Correspondence: The secretary must maintain one or more electronic mail folders on the Internet which keep track of club news and information. One folder must be labeled "Minutes" and contain the minutes for every club meeting. Other folders may be labeled at the secretary's discretion.
- (3) Social Activities: Secretary must assist and/or plan any social events which may be beneficial for the club. These may include: barbeques, transmitter hunts, and any other fun or educational club activity.

5. Station Manager

The responsibilities as Station Manager for the California Polytechnic State University Amateur Radio Club are:





- a. To ensure the operation of the club station equipment.
  - (1) Maintaining the functionality of the equipment in the shack.
  - (2) Making sure the tower is maintained and is safe to use.
  - (3) Making sure the antennas at the station are functioning properly for the equipment.
  - (4) Includes running new antennas and coax when needed.
  - (5) Maintaining the generator for the emergency power system.
  - (6) Making sure the station computer is working for contesting/e-mail access.
- b. To maintain a clean facility.
  - (1) Taking out the trash and maintaining a tidy shack.
  - (2) Includes raking leaves outside the shack and in the tower cage.
  - (3) Making sure the furniture in the shack is orderly.
- c. Work with other officers when duties overlap.
- d. Maintain facilities in and around the shack, from the trees outside to the nearby trash can.
- e. Maintain an updated list of shack equipment for insurance purposes.

## 6. Repeater Manager

The duties of the repeater manager are as follows:

- a. To perform or motivate others to make repairs on malfunctioning equipment. If the repeater manager does not have sufficient knowledge or experience to perform needed repairs/maintenance, it is his/her duty to find someone who is more able.
- b. To maintain the software of the controller, enable useful repeater features, and update schedules as requested by members. It is extremely important that all modifications to software and hardware be well documented. This documentation should be consistent and clear so that future repeater managers can easily interpret the information.



- c. To work with the shack manager on projects that involve both the shack and the repeater. The station microphone is a good example of this.
- d. To ensure that an ample supply of repeater code lists is maintained in the cash drawer. Lists should be accurate and include all codes that members are entitled to.
- e. To research repeater equipment and obtain prices, specifications, and any other applicable information. This research should be reported to the club and made available to members to minimize redundant work.
- f. To maintain a list of price estimates to repair/replace equipment. This should be given to the secretary and treasurer, and made available to the club.
- g. To work with club members, delegating repeater projects to those who have the time, interest, and knowledge to move forward on a project.
- h. To be aware of opportunities relating to repeater sites, equipment, or any other repeater information that may be available to the club in the future.
- i. To provide help to members who are having difficulty using any part of the repeater system.

## 7. Vending Manager

The responsibility of the vending manager is to maintain any and all vending machines under the jurisdiction of the Cal Poly Amateur Radio Club, W6BHZ. The specific duties are:

- a. At the beginning of the fall quarter, the newly elected vending manager must renew the club's vending license with Campus Dining by:
  - (1) Going to Campus Dining (Bldg. 19) and picking up a renewal form.
  - (2) Filling out the form, obtaining all appropriate signatures.
  - (3) Returning the form to Campus Dining by the due date stated on the form.





- b. The vending manager is responsible for filling the machines as often as necessary to keep them full. This is one of the duties that may be performed by the assistant vending manager (see below).
- c. The vending manager is to maintain all vending machines in working order, either by fixing/cleaning, or by calling the owner of the vending machine and having a repair person come out to fix the machine. This is the other duty that may be performed by the assistant vending manager (see below).
- d. The vending manager is responsible for keeping an adequate amount of all vended goods so the machine can be refilled as often as necessary.
- e. The vending manager is responsible for collecting all revenue generated by the vending machines, sorting it, and rolling coins, if necessary. The vending manager should also keep track of the cash flow of all vending machines.
- f. The vending manager is to work with the treasurer regarding the deposit of funds collected from vending machines.
- g. The vending manager should report to the club at all meetings with a sales update.

#### 8. Assistant Vending Manager

- a. The vending manager has the right, but is not required, to appoint an assistant vending manager to help with the following duties ONLY:
  - (1) Making sure that all vending machines are full.
  - (2) Dealing with the upkeep of all vending machines in the event that any damages may occur.
- b. The vending manager can revoke this position at any time.
- c. Upon the appointment of a new assistant vending manager, the vending manager must inform the secretary, who will issue the assistant vending manager a key to the shack.

#### 9. Council Representative





- a. To provide routine maintenance and administration, both hardware and software, for systems owned by the club and used to provide members, alumni, community members and the general public interested in the club with information to enhance the communications of the club. "Routine maintenance and administration" shall include providing resources that provide a reasonable expectation of security, respecting policies of Cal Poly Information Systems divisions that provide the club with resources, responding to requests from members, associates and alumni for services and resources, and coordinating with other officers and clubs in matters regarding computing.
- b. To provide members with easy to access, accurate and up to date information about the club, its members, and its resources.
- c. To work with the station manager to deal with computing facilities issues and radio/packet interfacing.
- d. To work with the repeater manager for any projects involving digipeating, Internet-to-Packet gatewaying, or other projects that involve linking our computer resources via radio.



In order to qualify for this position, the person must hold a valid San Luis Obispo County Radio Amateur Emergency Services (RACES) identification card and thus must be registered as a State Disaster Worker through the San Luis Obispo County RACES program.

The ARES/RACES Representative is responsible for the following:

- a. Providing ARES/RACES information to club members interested in emergency services.
- b. Providing at least two information sessions per academic year on ARES/RACES communications, disaster preparedness, etc.
- c. Communicating with outside ARES/RACES groups (i.e.: SLOECC) in order to provide interested club members with current information on local ARES/RACES policies, procedures and events.
- d. Reasonable participation in ARES/RACES events and nets.
- e. Periodic inspection and maintenance of club emergency equipment, including the generator, fire extinguisher, first aid kit, etc.
- f. Coordination with the repeater manager for maintenance and testing of the emergency paging system.
- g. Issuance of pagers for the paging system.
- h. Maintaining the necessary ARES/RACES paperwork and binder in the club's station.
- i. Acting as a liaison between the CPARC and various outside public safety agencies (i.e.: Cal Poly University Police, SLO City Fire, SLO County Communications, etc).

## 2. Computer Manager

The computer manager is expected to be experienced in the functions that he/she will be providing. This expectation shall not be construed as a requirement for specific coursework in computer administration or otherwise.

The computer manager's duties are:





The council representative shall represent the Cal Poly Amateur Radio Club in one of the following councils: Engineering Council (EC), or Electrical Engineering Council (EEC). Once the CPARC Vice President chooses the council s/he would like to attend, the council representative will participate in the remaining council.

The council representative's duties are:

- a. Professionally represent CPARC to the best of his/her ability.
- b. Regularly attend the council meetings and give a report on important council news at the following CPARC meeting.

## Section E - Appointed Officer Duties

The following officers are positions that may be filled at the discretion of the club's elected officers. A meeting of elected officers will be held after their election to determine the need for any of the following positions for the scholastic session.

Because these positions could be filled by any qualified individual, the officers are encouraged to look amongst themselves for people qualified and willing to fulfill these roles.

In the event that the officers determine the need for the following appointed positions and no officers are qualified or willing, then any or all of these positions shall be appointed by the elected officers.

Applicants interested in a position should submit, in writing, a list of applicable qualifications to the club secretary. The secretary will present the application at a closed personnel session of the club's officers, at which a simple majority vote for a candidate will award that position. The applicant may be asked to interview orally before the officers prior to a vote.

In the event that an appointed officer is not performing his/her duties to the satisfaction of the club's elected officers, the appointed officer may be removed from his/her duties by a  $2/3$  majority vote of the elected officers.

### 1. ARES/RACES Representative

